



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

February 20, 2026

DIVISION MEMORANDUM
 No. 123 s. 2026

**SUBMISSION OF STATUS REPORT/MONITORING OF SCHOOL CANTEENS
 AND CLINICS CY 2026**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Senior/Education Program Specialists
 Public Schools District Supervisors
 Principals/Head Teacher In-Charge of the District
 Heads of Public Elementary, Secondary, and Integrated Schools
 All Others Concerned

1. Attached is Regional Memorandum No. 076, s. 2026 dated January 21, 2026 regarding the **Submission of Status Reports/Monitoring of School Canteens and Clinics CY 2026**, which is self-explanatory.
2. School shall submit the School Canteen Monitoring Checklist and School Clinic Monitoring Tool through the link below on or before the deadline set for each reporting period.

Link: <https://bit.ly/SDO-AKLAN-STATUS-REPORTS-OF-SCHOOL-CANTEENS-CLINICS-CY2026>

Reporting Period	Deadline of Submission	Mode of Validation
1 st Quarter	March 21 of the same year	Self-Assessment
2 nd Quarter	June 21 of the same year	Self-Assessment
3 rd Quarter	September 21 of the same year	Onsite Validation
4 th Quarter	December 21 of the same year	Onsite Validation

3. Immediate dissemination and compliance with this Memorandum are desired.

FELICIANO C. BUENAFE JR., CESO VI
 Schools Division Superintendent

Enclosure: None

Reference: Regional Memorandum No. 076, s. 2026

To be indicated in the Perpetual Index

Under the following subjects

HEALTH LEARNERS PROGRAM REPORTS SCHOOLS

RMF/rds



Poblacion, Numancia, Aklan

Tel/Fax No. (265 3740 | 265 3741 | 265 3743)

Website: <http://www.depedaklan.org>

Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS

JAN 21 2026

REGIONAL MEMORANDUM
 No. 076, s. 2026

**SUBMISSION OF STATUS REPORTS/MONITORING OF SCHOOL CANTEENS
 AND CLINICS CY 2026**

To: Schools Division Superintendents
 All Others Concerned

1. The Department of Education provided the Policy and Guidelines on *Oplan Kalusugan* sa Department of Education (OK sa DepEd) through **DepEd Order No. 28, s. 2018** and the guidelines on the operation and management of school canteens through **DepEd Order No. 52, s. 2008**. Both aim to promote and provide all learners and DepEd personnel with a sustainable and holistic school health and nutrition program toward healthier behaviors and better learning outcomes.

2. To ensure the proper implementation of these programs in accordance with the standards set by the Department, this Office, through the Education Support Services Division (ESSD) - Regional Health and Nutrition Unit (RHNU), shall consolidate the **submission of status reports/monitoring of school canteens and clinics**.

3. The reports aim to:
 a. determine the status of the operation of school canteens & clinics;
 b. identify the challenges in the operation of school canteens & clinics; and
 c. identify the possible solutions on the identified gaps to ensure improvement in the management and operation of school canteens and clinics in SY 2026-2027.

4. The Division Medical Officers, together with the school health personnel in charge of the program shall use the School Canteen Monitoring Checklist and School Clinic Monitoring Tool contained in *Enclosure No. 1 & No. 2* respectively during the school monitoring and shall prepare the consolidated report following the template in *Enclosure No. 3 & No. 4* to be submitted to the Regional Office **every 8th** day of the succeeding month through email at **region6.hnu@deped.gov.ph**.

Table 4.1. Schedule of Quarterly Reporting to RO

Reporting Period	Deadline of Submission
1 st Quarter	April 8 of the same year
2 nd Quarter	July 8 of the same year
3 rd Quarter	October 8 of the same year
4 th Quarter	January 8 of the succeeding year

5. For more information, contact **Dr. Melchor Kim Kwan, Medical Officer IV**, Regional Health and Nutrition Unit, Education Support Services Division at **region6.essd@deped.gov.ph** or through mobile number +639 17633 7691.



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033) 337-0149; 336-2816
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph



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6. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encl.: As stated

Reference: DepEd Order (No. 28, s. 2018 and No. 52, s. 2008)

To be indicated in the Perpetual Index
under the following subjects:

HEALTH
LEARNERS
PROGRAM
REPORTS
SCHOOLS

HJE/ESSD/RM-Request for the submission of.....
002/January 06, 2026



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 REGIONAL HEALTH & NUTRITION UNIT

Enclosure 1 to RM 123, s. 2026

SCHOOL CANTEEN MONITORING CHECKLIST

Region: VI

Division : _____ District (if applicable) : _____

School : _____

Enrolment : _____

Type of Canteen : _____ School-Managed ; _____ Teacher's Coop. ; _____ Laboratory; _____ Others (pls. specify) _____

Date: _____

I	Physical Facilities/Adequacy of Tools/ Equipment	Evident	Not evident	Remarks
A.	General Condition and Appearance			
1	Adequate lighting and ventilation			
2	Clean, orderly and odor-free work and eating area			
3	Information bulletin with up-to-date and informative structuring on nutrition			
4	Available washing, drinking, and sanitizing facilities			
5	Provisions of smooth traffic (entrance and exit of customers)			
II	General Management			
1	Health certificate of food handlers updated and posted -			
2	Displayed sanitary clearance/permit duly signed by agency concerned (RHU/LGU)			
3	Food handlers trained on Basic Food Safety			
4	Canteen Policy posted on the bulletin board (DO No. 8, s. 2007, No. 13, s. 2017)			
III	Food Preparation/Safety and Service			
1	Practice Food Safety Measures during preparation and serving			
2	Well-groomed pupils/student aide and helpers/food handlers			
3	Wearing of clean and proper attire (apron, hairnets, appropriate footwear) at all times			
4	Properly labelled condiments			
5	Use of iodized salt			
6	Food sold: Category A (Green)			
	Category B (Yellow)			
	Category C (Red)			
7	Compliance with the Schedule of Tool Categories			
8	Potable water supply available always			
9	Garbage receptacles/can covered, practice waste segregation			
10	Food Safety Checklist in School Canteen			
IV	Records Management			
1	Sharing/Utilization of Proceeds			
	a. Supplementary Feeding Program for SW/W = 35%			
	b. School Clinic Fund = 5%			
2	Purchase Journal/Record of Daily Sales			
3	Record of net Profit per Day			
4	Record of Daily Food Inspection			
5	Statement of receipts and disbursement, indicating the share received from the school managed canteen and teacher's coop posted on the bulletin board.			

Monitored by:

Conforme:

 (Signature over Printed Name)

Designation

Date: _____

 School Head

Date: _____



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Enclosure 2 to RM 123, s. 2026

SCHOOL CLINIC MONITORING TOOL

NAME OF SCHOOL:	SCHOOL ID:
SCHOOL ADDRESS:	DIVISION/REGION:
NAME OF SCHOOL HEAD:	SCHOOL HEALTH FOCAL PERSON/ DESIGNATION:
CONTACT NUMBER/EMAIL ADDRESS (SH):	CONTACT NUMBER/EMAIL ADDRESS (FP):
NAME OF DESIGNATED CLINIC TEACHER:	CONTACT NUMBER/EMAIL ADDRESS (CT):
DATE OF MONITORING:	

I. MEDICAL CLINIC		YES	NO	REMARKS
A.	Facility & Common Medicines			
	1. Is the school clinic strategically situated and accessible?			
	2. Is there an available common medicine such as:			
	a. For fever?			
	b. For nasal congestion/runny nose?			
	c. For allergy?			
	d. For pain?			
	3. What type of clinic?			
	a. separate room?			
	b. inside another room?			
	4. Is the clinic well-ventilated?			
	5. Is there a presence of treatment room?			
	6. Is there a hand-washing facility?			
	7. Is there a presence of comfort room?			
	8. Are there available tables and chairs for clinic teacher/school nurse?			
	9. Are there any tables and chairs available for physician?			
	10. Is there a bed with bed sheet, pillow and blanket?			
	11. What type of bed?			



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	a. Hospital bed?			
	b. Regular bed?			
	c. Folding bed?			
	12. Is there an available waiting area to rest as they wait for their turns to be attended?			
	13. Is there an available disinfectant?			
B.	Equipment			
	1. Is there an available weighing scale [Detecto]?			
	2. Is there an available weighing scale [bathroom scale]?			
	3. Is there an available visual acuity chart [Snellen Eye Chart]?			
	4. Is there an available tuning fork for hearing test?			
	5. Is there an available height device?			
	6. Is there an available blood pressure apparatus manual-type?			
	7. Is there an available blood pressure apparatus electronic type?			
	8. Is there an available stethoscope?			
	9. Is there available penlight?			
	10. Is there an available surgical scissor?			
	11. Is there an available pick-up forcep for wound dressing?			
	12. Is there an available oxygen tank with regulator and nasal cannula?			
C.	Wound Care Supplies			
	1. Is there an available povidone iodine 10%?			
	2. Is there an available hydrogen peroxide 3%?			
	3. Is there an available isopropyl alcohol 70%?			
	4. Is there an available skin antibiotic [ointment/cream]?			
	5. Is there an available cotton ball?			
	6. Is there an available cotton bud?			
	7. Is there an available sterile gauze 2x2?			
	8. Is there an available sterile gauze 4x4?			
	9. Is there an available plaster tape?			
	10. Is there an available band-aid. (medicated wound strips)?			
D.	Reports Management			
	1. Is there an available individual health card for the:			
	a. learners?			
	b. teachers/staff?			
	2. Is there an available treatment logbook?			
	3. Is there an available referral logbook?			



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	4. Is there an available referral system?			
	5. Is there an available signed MOA between School Head and LGU/Barangay Captain for health services?			
	6. Is there an available inventory logbook [For medicines, medical supplies and equipment]?			
	7. Source of funds for common medicines and supplies, is it from?			
	a. School MOOE?			
	b. School canteen proceeds?			
	c. Division Office?			
	d. External Partners [LGU/Private/NGO]?			
	II. DENTAL CLINIC	YES	NO	REMARKS
A.	Physical Facilities			
	1. Is there a private space for dental services?			
	2. Is there fully first aid equipment and first aid medicines?			
	3. Is there a lavatory functional water system such as safe drinking water?			
	4. Is there a presence of hand-washing facility?			
	5. Is there a functional comfort room/restroom (with menstrual hygiene facilities)?			
	6. Is there a corner area with chair and curtains which can serve as breastfeeding area for lactating female personnel?			
B.	Equipment			
	1. Is there a presence of dental chair/unit?			
	2. Is there an available autoclave?			
	3. Is there an available dental instrument?			
	4. Is there an available dental supply?			
	5. Is there available dental material?			
	6. Is there an available blood pressure apparatus?			
	7. Is there proper disposal of dental wastes?			
	8. Is there an available drainage for dental unit?			
C.	Provision of Dental Services			
	1. Conduct of oral examination (face to face)?			
	2. Conduct of oral examination (online)?			
	3. Conduct of oral prophylaxis treatment?			
	4. Application of fluoride varnish to learners?			
	5. Application of tooth sealants (pit & fissure sealants)?			
	6. Application of Zinc Oxide Eugenol (ZOE)?			
	7. Application of Synthetic Filling (SyF)?			
	8. Rendered Composite VLC filling?			



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9. Rendered Amalgam filling?			
10. Rendered ART filling (Glass Ionomer)?			
11. Rendered Temporary filling?			
12. Conduct of Tooth Extraction?			
13. Conduct of Oral Urgent Treatment?			
14. Conduct of Referrals?			
15. Giving of prescriptions?			
16. Conduct of chair-side health talks?			
D. Reports Management			
1. Is there an available individual health card for the:			
a. learners?			
b. teachers/staff?			
2. Is there an available treatment logbook?			
3. Is there an available inventory logbook [For medicines, medical supplies, and equipment]?			
4. Source of funds for common medicines and supplies, is it from?			
a. School MOOE?			
b. School Canteen proceeds?			
c. Division Office?			
d. External Partners [LGU/Private/NGO]?			
e. Others? (pls. specify):			
E. Service Delivery Network			
1. Is there an available referral logbook?			
2. Is there an available referral system?			
3. Is there an available signed MOA between School Head and LGU/Barangay Captain for health services?			
4. Is there a nearest Rural Health Units (RHU) for Emergent/Dental Emergencies Referrals?			
Name of nearest RHU:			
Address:			
Telephone No.:			
F. Data Privacy			
1. Does the school comply with the collecting, storing, processing and reporting of data from learners and personnel in accordance with the provisions of the Data Privacy Act and the Data Privacy Policies of DepEd?			
2. Does the personal information provided are used lawfully, fairly and in a transparent way?			



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3. Does the personal data are collected only for valid purpose?			
4. Does all the data are accurate and kept up to date?			
5. Does the forms with personal data (online or manual) are kept securely?			

Monitored by:

Conformed by:

(Health Personnel)
Signature over Printed Name
Date:

(School Personnel)
Signature over Printed Name
Date:

(Health Personnel)
Signature over Printed Name
Date:

(School Head)
Signature over Printed Name
Date:



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 REGIONAL HEALTH & NUTRITION UNIT

Enclosure 3 to RM 123, s. 2026

CONSOLIDATED REPORT ON SCHOOL CANTEEN MANAGEMENT & OPERATIONS

Division: _____ District (if applicable): _____

No. of School: Elementary: _____ Secondary: _____

Date: _____

		No. of Elementary Schools with Evident Practices	No. of Elementary Schools without Evident Practices	No. of Secondary Schools with Evident Practices	No. of Secondary Schools without Evident Practices	Remarks
I	Physical Facilities/Adequacy of Tools/ Equipment					
A.	General Condition and Appearance					
1	Adequate lighting and ventilation					
2	Clean, orderly and odor-free work and eating area					
3	Information bulletin with up-to-date and informative structuring on nutrition					
4	Available washing, drinking, and sanitizing facilities					
5	Provisions of smooth traffic (entrance and exit of customers)					
II	General Management					
1	Health certificate of food handlers updated and posted					
2	Displayed sanitary clearance/permit duly signed by agency concerned (RHU/LGU)					
3	Food handlers trained on Basic Food Safety					
4	Canteen Policy posted on the bulletin board (DO No. 8, s. 2007, No. 13, s. 2017)					
III	Food Preparation/Safety and Service					
1	Practice Food Safety Measures during preparation and serving					
2	Well-groomed pupils/student aide and helpers/food handlers					
3	Wearing of clean and proper attire (apron, hairnets, appropriate footwear) at all times					
4	Properly labelled condiments					
5	Use of iodized salt					
6	Food sold: Category A (Green)					
	Category B (Yellow)					
	Category C (Red)					
7	Compliance with the Schedule of Tool Categories					



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8	Potable water supply available always					
9	Garbage receptacles/can covered, practice waste segregation					
10	Food Safety Checklist in School Canteen					
IV Records Management						
1	Sharing/Utilization of Proceeds					
	c. Supplementary Feeding Program for SW/W = 35%					
	d. School Clinic Fund = 5%					
2	Purchase Journal/Record of Daily Sales					
3	Record of net Profit per Day					
4	Record of Daily Food Inspection					
5	Statement of receipts and disbursement, indicating the share received from the school managed canteen and teacher's coop posted on the bulletin board.					

Prepared:

Approved:

SBFP Focal Person

Date: _____

Schools Division Superintendent

Date: _____



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Enclosure 4 to RM 123, s. 2026

CONSOLIDATED MONITORING TOOL FOR SCHOOL CLINICS

Schools Division Office: _____

Reporting Period: _____

No. of Schools Monitored: _____

Indicator	No. of Schools with YES	No. of Schools with NO	% of Compliance	Remarks
I. MEDICAL CLINIC				
A. Facility and Common Medicines				
1. Clinic strategically situated and accessible				
2. Availability of common medicines (fever, allergy, pain and nasal congestion)				
3. Clinic type: Separate room				
4. Well-ventilated clinic				
5. Presence of treatment room				
6. Handwashing facility				
7. Comfort room				
8. Tables and chairs for clinic teacher/school nurse				
9. Tables and chairs for physician				
10. Bed with sheet, pillow and blanket				
11. Type of bed				
12. Waiting area for rest				
13. Disinfectant available				
B. Equipment				
1. Weighing scale [Detecto] available				
2. Weighing scale [bathroom scale] available				
3. Visual acuity chart [Snellen Eye Chart] available				



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4. Tuning fork available				
5. Height device available				
6. Blood pressure apparatus manual-type available				
7. Blood pressure apparatus electronic-type available				
8. Stethoscope available				
9. Penlight available				
10. Surgical scissor available				
11. Pick-up forcep for wound dressing available				
12. Oxygen tank with regulator and nasal cannula available				
C. Wound Care Supplies				
1. Povidone iodine 10% available				
2. Hydrogen peroxide 3% available				
3. Isopropyl alcohol 70% available				
4. Skin antibiotic [ointment/cream] available				
5. Cotton ball available				
6. Cotton bud available				
7. Sterile gauze 2x2 available				
8. Sterile gauze 4x4 available				
9. Plaster tape available				
10. Band-aid available				
D. Reports Management				
1. Individual health cards (learners, teachers/staff)				
2. Treatment logbook				
3. Referral logbook				
4. Referral system available				
5. Signed MOA with LGU/Barangay				



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6. Inventory logbook				
7. Source of funds (School MOOE, School canteen proceeds, Division Office & External Partners)				
II. DENTAL CLINIC				
A. Physical Facilities				
1. Private space for dental services				
2. First Aid equipment and first aid medicines				
3. Safe drinking water				
4. Hand-washing facility				
5. Functional comfort room (with menstrual hygiene facilities)				
6. Breastfeeding area for lactating female personnel				
B. Equipment				
1. Dental chair/unit available				
2. Autoclave available				
3. Dental instrument available				
4. Dental supply available				
5. Dental material available				
6. Blood pressure apparatus available				
7. Proper disposal of dental wastes				
8. Drainage for dental unit available				
C. Provision of Dental Services				
1. Oral examination (face to face) conducted				
2. Oral examination (online) conducted				
3. Oral prophylaxis treatment conducted				
4. Fluoride varnish application				



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5. Pit & Fissure sealants application				
6. Zinc Oxide Eugenol (ZOE) application				
7. Synthetic Filling (SyF) application				
8. Composite VLC filling rendered				
9. Amalgam filling rendered				
10. ART filling (Glass Ionomer) rendered				
11. Temporary filling rendered				
12. Tooth Extraction conducted				
13. Oral Urgent Treatment conducted				
14. Referral system in place				
15. Giving of prescriptions				
16. Chair-side health talks conducted				
D. Reports Management				
1. Individual health cards (learners, teachers/staff)				
2. Treatment logbook				
3. Inventory logbook				
4. Source of funds (School MOOE, School canteen proceeds, Division Office, External Partners or Others)				
E. Service Delivery Network				
1. Referral logbook				
2. Referral system in place				
3. Signed MOA with LGU/Barangay				
4. Nearest Rural Health Unit (RHNU)				
F. Data Privacy				
1. Compliance with Data Privacy Act				



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2. Personal information provided are used lawfully, fairly and in a transparent way				
3. Personal data are collected only for valid purpose				
4. All data is accurate and kept up to date				
5. Secure storage of forms				

Prepared by:

(Health Personnel)
Signature over Printed Name
Date:

Noted by:

(SGOD Chief)
Signature over Printed Name
Date:

APPROVED:

Schools Division Superintendent
Date: